Employee Post-Travel Disclosure of Travel Expenses

SEMPTIME OF THE SENATE

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

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(Date)

(Revised 1/3/11)

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Form RE-2

-	ule 35.2(a) and (c), I nor me. I also certify that	-	osures with respect t	to travel expenses that have been or will
	•	orization (Form RE-1), ertification Form with all		ary, invitee list, etc.)
Private Sponsor(s) (lis	t all): National Den	nocratic Institute		······································
Travel date(s): 8/3/20	017 - 8/10/2017		···	-
Name of accompanying Relationship to Travel	- '_			
	COSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addi		USE OR DEPENDENT CHILD, ONLY ury.)
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	\$1,947	\$824	\$220	Election day materials - \$67.70 Phone and airtime - \$36.00
⊠ Actual Amount				Water and Snacks - \$9.31 Conference materials - \$7.25 Visa - \$50
Expenses for Accomp	panying Spouse or De	ependent Child (if applie	able):	Total: 170.26
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
☐ Actual Amount				
Provide a description necessary.): See atta	of all meetings and evached agenda	ents attended. See Senat	e Rule 35.2(c)(6). (Attach additional pages if
8/22/17	KACEN	A. Ro66	J.	Lee Pale
(Date)	(Printed n	ame of traveler)		(Signature of traveler)
TO BE COMPLETED	D BY SUPERVISING	MEMBER/OFFICER:		
Authorization form, are	nation that the expense e necessary transportat	s set out above in connection, lodging, and related	expenses as define	
8-22-17				

BRIEFING AGENDA for Karen Robb NDI Kenya International Observation Mission

Friday, August 4, 2017 - Delegate Arrivals

*for delegates arriving August 3rd, items marked "All Day" apply

8:20pm

Arrival at Jomo Kenyatta Airport

Saturday, August 5, 2017 - Briefings

Location: Fedora Room 2, Second Floor

7:30am – 9:00am Breakfast

Location: Cafe Villa Rosa

9:00am - 10:30am Briefing #1: NDI in Kenya

Presenters: Dr. Keith Jennings, NDI

Mr. Dickson Omondi, NDI

10:30am - 11:30am Briefing #2: NDI's Approach to International Election

Observation

Presenters: Mr. Pat Merloe, NDI

Ms. Sarah Cooper, NDI

11:30am - 11:45am Break

11:45am – 1:00pm Briefing #3: NDI's Gender Perspective and the IOM

Presenters: Ms. Amanda Domingues, NDI

Dr. Menna Demessie, Congressional Black Caucus

Foundation

Ms. Roseline Idele, NDI

1:00pm – 1:45 pm Lunch

Location: Cafe Villa Rosa

1:45pm – 3:00pm Briefing #4: Political Context and Overview for the

2017 Kenya Elections

Presenters: Mr. Dickson Omondi, NDI



BRIEFING AGENDA

NDI Kenya International Observation Mission

Friday, August 4, 2017 - Delegate Arrivals

*for delegates arriving August 3rd, items marked "All Day" apply

All Day Delegate Arrival

NDI staff to meet delegates

All Day Hotel Check-in

Delegates check-in at the hotel front desk

All Day Election Observation Mission Welcome Desk

Location: Opus 3 - 4, Second Floor

Distribution of accreditation badges and welcome package

8:00pm - 9:30pm NDI International Observation Mission Dinner

Facilitators: Dr. Keith Jennings, NDI

Mr. Dickson Omondi, NDI

Location: Fedora Room 2, Second Floor

Saturday, August 5, 2017 - Briefings

Location: Fedora Room 2, Second Floor

6:30am – 9:00am Breakfast

Location: Cafe Villa Rosa, First Floor

9:00am - 10:00am Briefing #1: NDI in Kenya

Presenters: Dr. Keith Jennings, NDI

Mr. Dickson Omondi, NDI

10:00am - 11:00am Briefing #2: NDI's Approach to International Election

Observation

Presenters: Mr. Pat Merioe, NDI

Ms. Sarah Cooper, NDI

Mr. Bobby Mkangi, NDI Kenya Board Member

3:00pm - 3:15pm

Break

3:15pm - 4:30pm

Briefing #5: IEBC and Election Preparedness and How the Process is Supposed to Unfold at the Polling Stations

Presenters:

Mr. Pat Merloe, NDI

Mr. Bill Sweeney, IFES Mr. Deryck Fitz, IFES

4:30pm - 5:00pm

Briefing #6: Completing the Checklist and Reporting

Presenters:

Ms. Rakeb Abate, NDI

Ms. Sarah Cooper, NDI

5:30pm - 6:30pm

Discussion with Rt. Hon. Raila Odinga

Location: Fedora Room 2

6:30pm - 7:30pm

Welcome Reception

Location: Fedora Room

7:30pm - 9:00pm

Dinner with the Elections Observation Group

The Elections Observation Group, a Kenyan civil society group observing the elections, presented on their long term observation,

short term observation, and upcoming parallel vote tally.

Presenter:

Ms. Regina Opondo, ELOG

Mr. Raphael Mulle, ELOG

Mr. Kennedy Masime, ELOG

Location: Fedora Room

Sunday, August 6, 2017 - Briefings

Location: Fedora Room 2. Second Floor

8:00am - 9:00am

Briefing #7: Media Update

Presenters:

Mr. Jerry Hartz, NDI

9:00am - 10:00am

Briefing #6, continued: Completing the Checklist and

Reporting

Presenters: Ms. Sarah Cooper, NDI

10:00am - 11:00am

Briefing #8: Deployment Logistics, County Updates

and Material Distribution

Presenters: Ms. Rakeb Abate, NDI

11:00am - 11:45am Briefing #9: Security Briefing

Presenters: Mr. Geoff Hughes, NDI

11:45am - 12:00pm General Question and Answer

Various NDI staff available

12:00pm – 1:00pm Lunch

Location: Cafe Villa Rosa, First Floor

3:00pm – 4:30pm Travel to Nyeri County

Upon arrival: Check-in to Green Hills Hotel and meet county

delegate assistant

4:30pm Arrival in Nyeri County

7:00pm Check in with Nairobi Coordination Center

Monday, August 7, 2017 - Delegate Deployment - Nyeri

All Day

Election Observation Mission Support Office Open: Opus 3 - 4

10:00am - 11:00am Meeting with Lydia Murage, Uraia Civic Education

Coordinator for Nyeri

11:30am - 12:30am Meeting with Elizabeth Muthoni Wanjau, Long Term

Observer Supervisor and STO of the Elections Observation

Group '

1:00pm - 3:00pm Election day deployment planning

4:00pm - 5:00pm Meeting with Aluisia Kanini Kimani, Nyeri County IBEC

official

5:00pm Return to hotel

Tuesday, August 8, 201	17 - Election Day
All Day	Election Observation Mission Support Office Open: Opus 3 -
5:15am	Depart hotel
5:30am - 7:00am	Observe opening of polling station, Nyeri Technical Institute
7:00am - 12:00pm	Observation of multiple polling stations throughout the morning
12:00pm - 1:00pm	Lunch
1:00pm - 4:30pm	Continue observation at polling stations in the afternoon
4:30pm - 7:30pm	Observe closing and counting, Nyeri Technical Institute
7:30pm	Return to hotel
Wednesday, August 9,	2017
All Day	Election Observation Mission Support Office Open: Opus 3 -
9:15am	Depart for Nairobi
1:00pm – 2:30pm	Lunch with Fellow Delegates
	Location: Cafe Villa Rosa, First Floor
2:30pm – 4:30pm	Delegation Debriefing of Election Day with NDI Senior Staff
	Facilitators: Dr. Keith Jennings, NDI
	Mr. Pat Merloe, NDI

Thursday, August 10, 2017

6:30am – 9:00am	Breakfast

Location: Cafe Villa Rosa

9:00am - 11:00am Hotel Check Out

12:30pm Depart for Radisson Blu

1:00pm - 2:00pm Observe NDI's Press Statement

Location: Radisson Blu, Elgon Room, First Floor

2:00pm – 3:30pm NDI International Observation Mission Farewell Gathering

Location: Radisson Blu

3:30pm Return back to the Kempinski

6:00pm Departure for airport

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EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Date/Time Stamp:
HARSTELBANDON MET AUTORIO MONTANTA INCIDENCIA PROPRIATA

Name of Traveler:	Karen A. Robb
Employing Office/Committee:	Senator Chris Van Hollen
Private Sponsor(s) (list all): National Demo	cratic Institute for International Affairs
Travel date(s): August 3-10th 2017	•
	any reason you <u>must</u> notify the Committee.
Destination(s): Nairobi, Kenya	· · · · · · · · · · · · · · · · · · ·
	to the traveler's official or representational duties:
My work with the Senator includes the to monitor the upcoming Presidential e	review of electoral processes. The purpose of this trip is election in Kenya, analyze the process and prepare a report der to enhance the prospects of a peaceful and credible election.
Name of accompanying family member (if any Relationship to Employee: Spouse C	
I certify that the information contained in this i	form is true, complete and correct to the best of my knowledge:
6-30-17	Laco Belle
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENAT Secretary for the Majority, Secretary for the Minori	TOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms,
I. Senator Chris Van Hollen	hereby authorize Karen A. Robb
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event describe	ccept payment or reimbursement for necessary transportation, lodging, and ed above. I have determined that this travel is in connection with his or her, and will not create the appearance that he or she is using public office for
I have also determined that the attendance of the of the Senate. (signify "yes" by checking box)	ne employee's spouse or child is appropriate to assist in the representation
6/30/17	Ina Vm Hallen
(Date)	(Signature of Supervising Senator/Officer)

(Revised 10/19/15)



TOR INTERNATIONAL AFFAIRS

455 Massachusetts Avenue, NW, 8th Floor Washington, DC 20001-2621
P: 202.728.5500 f: 888.875.2887

www.ndi.org www.twitter.com/ndi www.facebook.com/national.democratic.institute

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June 26, 2017

Karen Robb Senator Chris Van Hollen Washington DC 20510

Dear Karen,

The National Democratic Institute (NDI or the Institute) is pleased to invite you to join its international delegation that will assess the electoral process during the August 8, 2017 elections in Kenya. The mission will work in small teams to observe polling stations, results centers, and the overall election day environment. Through a press statement and final report, the delegation will discuss its findings, contribute to electoral accountability and enhance prospects for peaceful and credible polls in 2017. This election, should it be credible, would strengthen Kenya's institutions and reinforce its democratic status, subsequent to the 2007 and 2008 post-election violence. The 2017 polls will mark a further test of Kenya's electoral commission and political parties to manage and respond to a polarized and contested environment.

The Institute envisions an eight-day deployment, arriving on August 3 and departing on August 10, during which delegates would participate in meetings with stakeholders in Nairobi and outside Nairobi, and observe election activities in a designated region. They would work together to analyze the overall environment and draft a statement, including recommendations.

You will receive briefing materials, an agenda and additional logistical information before your departure, and a briefing on Kenya's political environment and the status of electoral preparations upon arrival in Nairobi. NDI will make your visa, travel and lodging arrangements. NDI will also cover the costs of economy-class travel, food and lodging for the duration of the mission.

NDI has observed elections worldwide and has established a reputation for impartiality and professionalism. We assume that in accepting the invitation you have no conflict of interest (political, financial or otherwise) in Kenya that would influence your ability to observe the election in an impartial manner or create the perception of a conflict of interest. If you are uncertain about this or have any questions please contact me at (202) 728-5659 or kjennings@ndi.org, as soon as possible.

We believe that the delegation would benefit from your experience and leadership and hope you will participate in this important mission.

Sincerely,

2 Collows Son

Dr. Keith Jennings

Senior Associate and Regional Director, Southern and East Africa

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors): National Democratic institute
2.	Description of the trip: International Observation Mission to Kenya's August 2017 Elections
3.	Dates of travel: August 3-10, 2017
4.	Place of travel: Nairobi, Kenya
5.	Senators: Hon. Chris Coons, Hon. Todd Young. Senate staff Heather Flynn, Michael Name and title of Senate invitees: Phelan, and Sophia Lalani.
6.	I certify that the trip fits one of the following categories: (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	— OR — □ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7,	I certify that the trip will not be financed in any part by a registered lobbylist or agent of a foreign principal.
	- AND
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement. - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9,	USE ONLY IF YOU CHECKED QUESTION 6(B) I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip. — OR —
	 (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10). - OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	n/a
	a a yand talanga angan any — talanga angananany namanangan-talangan yang andangan kangangan yang angan
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip (Flexibility is required during election week, in most countries including Kenya. The attached agenda is, therefore, marked a Briefly describe the role of each sponsor in organizing and conducting the trip:
	NDI is facilitating an independent, international election observation mission to Kenya for the August 2017
	elections. NDI's role is to recruit and deploy a multinational group of volunteer observers that can provide
	a credible, external analysis on the conduct of the elections.
13,	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: NDi's mission is to promote government openness and accountability. The Kenya observer delegation
	would confirm the election results if appropriate and will provide legitimacy thereto, or lend its voice to the
	party who may have suffered an lilegitimate loss.
4.	Briefly describe each sponsor's prior history of sponsoring congressional trips: Through the House Democracy Partnership, NDI facilitates meetings and briefings for congressional
	delegations that visit other countries. Additionally, NDI has sponsored international observer delegations
	comprised of former heads of state, high-level government representatives, and leading political figures.

	for civil society organiz	ations on governme	nt accountability, ad	vocacy, budget me
toring and other citize	n engagement with gov	rernment. NDI also w	orks with domestic	and International c
ervers to monitor elec	tions, youth and wome	n candidates on cam	paigning, among oti	ner things.
Total Expenses for Ba	ch Participant:			
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other
Good Faith estimate Actual Amounts	\$4,640	\$2,860	\$384	\$40 (coffee breaks at training sessi
cason for selecting th	he location of the event	or trip	•)* 8441 • 4 <u>. ***********************************</u>
Elections	er en en . 2004en parento en .			4184
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	hotel or other lodging f	acility:		
Name and location of				
_	lotel, Nairobi, Kenya			** - <u>*********************************</u>
_	lotel, Nairobi, Kenya			·
_	lotel, Nalrobi, Kenya			

Th	e Federal Government's maximum per diem are strictly observed for the purpose of this trip.
- -	nd class of transportation being provided. Indicate whether coach, business-class or first will be provided. If first-class fare is being provided, please explain why first-class
Coach class.	Property and resident and the state of the s
expenditures fo	the travel expenses that will be paid for or reimbursed to Senate invitees do not include or recreational activities, alcohol, or entertainment (other than entertainment provided to an integral part of the event, as permissible under Senate Rule 35).
	ent that will be provided to, paid for, or reimbursed to Senate invitees and explain why an integral part of the event:
I hereby certify that	an integral part of the event: the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.):
None. I hereby certify that completed signature	an integral part of the event: the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.):
I hereby certify that completed signature Signature of Travel 8	an integral part of the event: the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.): Sponsor: Sander Schultz, Chief Financial Officer
I hereby certify that completed signature Signature of Travel S Name and Title:	an integral part of the event: the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.): Sponsor: Sander Schultz, Chief Financial Officer
I hereby certify that completed signature Signature of Travel & Name and Title: Name of Organization	the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.): Sponsor: Sander Schultz, Chief Financial Officer National Democratic Institute
I hereby certify that completed signature Signature of Travel S Name and Title: Name of Organization Address:	an integral part of the event: the information contained herein is true, complete and correct. (You must include the block below for each travel sponsor.): Sponsor: Sander Schultz, Chief Financial Officer National Democratic Institute 455 Massachusetts Ave., NW, 8th Fir., Washington, DC 20001

AGENDA

Thursday August 3, 2017

• Depart Washington, D.C.

Friday August 4, 2017

- Arrive Nairobi (most incoming flights are in the evening)
- Met at Jomo Kenyatta International Airport by Keith Jennings and/or Jerry Hartz
- Transported from airport to the Kempinski Hotel
- Registration at Kempinski Hotel
- Welcoming Dinner

Saturday August 5, 2017

- 8:30 10:00 A.M. Breakfast Briefing on media reports and political updates
- 10:00 11:30 A.M. Accreditation and Observation Materials Distributed

Break

- 12:00 Noon 1:30 P.M. Working Lunch with NDI Kenya staff
- 2:00 4:30 P.M. Attend NDI International Observation Mission Briefing for all delegates

Break

• 6:30 P.M. - Working Dinner

Sunday August 6, 2017

- 8:30 10:00 A.M. Breakfast Briefing on media reports and electoral updates
- 10:15 A.M. 12:00 Noon Security Briefing for NDI International Observation Mission (IOM) Delegates
- 12:15 P.M. Lunch and Departures for Counties

Travel to assigned counties

- Check-in at designated hotel in assigned County
- Check-in with Nairobi coordination center Nyeri County
- 6:30 P.M. Dinner briefing with Election Observation Group (ELOG) Long-term Observers

Monday August 7, 2017

- 7:00 8:00 A.M. Breakfast Briefing: on political developments. Review of media
- 8:30 A.M. Check-in with Nairobi coordination center
- 9:30 A.M. Meeting with Kenyan Election Officials
- 11:00 A.M. Meeting with Kenyan Security officials
- 12:30 P.M. Lunch with international observers and check-in with Nairobi coordination center

- Afternoon Survey of the polling location to be observed on election day
- 5:00 P.M. Meeting with ELOG Observers and check-in with Nairobi coordination center
- 7:00 P.M. Dinner Debrief and review of observation plan for County

Tuesday August 8, 2017 (Election Day)

- 5:00A.M. Check-in with Nairobi coordination center
- 5:30 A.M. Depart Hotel to observe opening of polling stations Ryeri County
- 5:45 A.M. Observe opening of pre-selected polling station
- A.M. Visit two other pre-selected polling stations in the County
- 12:30 P.M. Lunch (at designated hotel/restaurant) and check-in with Nairobi
- P.M. Visit two other pre-selected polling stations in the County
- Observe closing of pre-selected polling
- 7:30 P.M. Dinner at the designated County Hotel and check-in with Nairobi coordination center

Wednesday August 9, 2017

- 8:00 A.M. Breakfast briefing and hotel check-out
- A.M. Return to Nairobi
- 1:00 P.M. Lunch and check-in at the Kempinski Hotel
- 2:30 P.M. NDI International Observers Mission Debriefing
- P.M. Participate in Development of NDI's Observation Statement Drafting
- P.M. Closing Dinner for all NDI IOM Delegates

Thursday August 10, 2017

- Breakfast Briefing
- Participate in NDI's Press Conference and Release of its International Observation Statement
- Check-out of the Kempinski Hotel
- Depart for Jomo Kenyatta International Airport
- Depart Nairobi for Washington, D.C.
- Arrive Washington, D.C.